

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Lead Custodian

**Department: Custodians and
Operations**

**Grade F
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: March 2007

Reports To: Principal

Purpose of Job

The purpose of this job is to perform as Lead Custodian in the School System. Duties and responsibilities include assigning work and supervising custodians to ensure cleanliness and safety of the school grounds and building. Ensuring custodial personnel assigned to the school are properly trained on cleaning practices and equipment used. Reports to Principal or in the absence of the Principal or other building administrators, reports to custodial Operations Foreman.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned custodial staff, handling employee concerns and problems, counseling, and recommending disciplinary and other personnel actions.

Must be capable of assigning work requirements and work areas to assigned custodial staff based on time management system. Inspects custodial staff work areas and maintain a report of findings.

Trains new assigned custodial personnel in cleaning procedures to be used and operation of assigned equipment.

Responds to custodial request from the Principal or designee, and teachers and schedules daily assignments.

Prepares maintenance work orders; directs maintenance personnel to problem areas; picks up after contractors and maintenance.

Answers alarms on call; prepares school for opening/closing; opens/closes school gates, turns on/off lights and cuts on/off alarms; checks school doors, polices school grounds and checks all restrooms.

Operates buffers, vacuum cleaners, and scrubbers; maintains restrooms, classrooms and halls; prepares gymnasium for sealing; prepares and paints walls and maintains ceilings. Ensures that all custodial equipment is used properly and checked and cleaned after each use.

Prepares and approves custodial supply orders; directs unloading of trucks; and distributes supplies.

Repairs furniture: changes light bulbs, ceiling tiles and cleans windows using stepladder; moves desks, tables, chairs and filing cabinets.

Directs and performs lawn mowing and grounds maintenance; sprays fences.

Establishes and supervises summer cleaning.

Stocks restrooms and cleans up after children who have been sick.

Transfers bio-hazardous material for disposal.

Prepares cafeteria and gymnasium for school programs (chairs, etc.).

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED) required, with one to three years of custodial and lead worker experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**(ADA) MINIMUM OUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines and tools such as stripping machine, vacuum cleaners, carpet machine, high speed buffer, lawn mower, weed eater, mechanics and carpenters tools, etc. Must be physically able to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to thirty five to fifty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to work from stepladder as needed. Must be able to lift and/or carry weight of fifty to one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical, financial and administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Lead Custodian. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Lead Custodian.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas: add and subtract totals; multiply and divide; determine percentages; and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using lawn maintenance and custodial equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, maintenance equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with *an* emergency related to job of Lead Custodian.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB:

Has considerable knowledge of the policies, procedures, and activities of the School System and custodial practices as they pertain to the performance of duties relating to the job of Lead Custodian. Has considerable knowledge of custodial practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties or the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend. Interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date